



## DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : Bellville: Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, Bellville. For attention: Ms K Melelo
- CLOSING DATE** : **15 November 2019 TIME: 16:00**
- POST** : ASSISTANT DIRECTOR: COMMUNICATION REF NO: 151119/08
- BRANCH** : CHIEF OPERATIONS OFFICE: WESTERN CAPE DIV: COMMUNICATION
- SALARY** : R 470 040 per annum (Level 10)
- CENTRE** : Bellville
- REQUIREMENTS** : A National Diploma or Degree in Communication / Journalism. Three (3) years supervisory experience in Communication. A driver's license (Certified copy must be attached). News writing and media liaison proficiency. Newsroom work experience will be an added advantage. Disciplinary knowledge in communication and media studies. Practical newsroom experience. Knowledge of writing process, reviewing and proof reading. Proven writing ability. Content development experience. Knowledge of techniques and procedures for the planning and executing of media activities. Practical experience with relationship management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills, both verbal and written. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. A commitment to government objectives, policies and programmes.
- DUTIES** : Implement communication plans developed in support of programmes of the department. Analyse departmental strategic objectives for the development of news. Recommend media policy amendments. Engage stakeholders in order to ensure media activities. Develop action plans for media coverage. Develop content that will profile the work of government. Plan and execute social media activities to profile the work of the department. Do research in aid of content development. Development and implementation of media plans for different programmes of the department. Ensure written communication materials are timeous and accurate. Ensure stakeholder relations are established and maintained. Ensure dissemination of information to managers on activities of the directorate. Compile reports as and when required by the Directorate. Ensure publicity projects and events meet the objective and expectations. Liaison with stakeholders for successful media briefings. Provide inputs and implement internal communication activities. Stakeholder relations established with different news platforms liaise with media stakeholders.

**NOTE:**

Persons with disabilities, Females, White Males, Coloured Males and Indian Males are encouraged to apply.

**ENQUIRIES**

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Mr. M Rayi, Tel: 021 941 6110